

California Department of Corrections Financial Information Memo

SUBJECT:	FIM NUMBER:
ESTABLISHMENT OF BILLING CODES FOR EDUCATION – PROGRAM 24	2004-11
REFERENCES: Financial Information Memo 2003-12 dated November 3, 2003	DATE: September 2, 2004

DISTRIBUTION

Executive Staff
Regional Administrators-Institutions Division
Regional Administrators-Health Care Services Division
Chief, Education and Inmate Programs
Wardens
Health Care Managers
Associate Wardens, Business Services
Superintendent of Correctional Education Programs

PURPOSE

The purpose of this Financial Information Memo (FIM) is to announce the establishment of new Department of General Services (DGS) billing codes for Education – Program 24 at each Institution.

DISCUSSION

The California Department of Corrections (CDC) is committed to truth in budgeting that requires each institution, division and program be charged for their costs of operation. The 2004-2005 Governor's Budget established a separate program for education services to inmates within CDC's budget.

The DGS is authorized to charge fees for each purchase document or service agreement initiated by CDC; therefore, to assist in ensuring the Education Program is properly charged for all its expenditures, the Financial Services Division has established new DGS billing codes for each institution.

California Department of Corrections

Financial Information Memo

ACTION REQUIRED

Each institution is to use the new billing code specific to their institution. (See attached listing). These billing codes are to be applied to each order and contract for Education specific goods and services, which will, in turn, ensure the DGS service charges are easily identified as expenditures to Program 24. The establishment of the new billing codes is not an authorization to split orders normally charged to Program 21, General Administration i.e., office supplies.

Furthermore, each institution is required to review their purchasing activities so orders that can be consolidated are issued annually. These orders should estimate annual need and be accompanied by a delivery schedule, where appropriate. This will effectively reduce the number of orders and the associated purchase order fees since DGS purchase order fees are based on a percentage of the order up to a maximum of \$7,500. For questions on consolidated orders and delivery schedules, you are to consult with Joe Armor, Chief, Business and Support Services, at (916) 445-8746.

If you have any questions concerning this memorandum, please contact your Accounting Administrator. The contacts for Headquarters and Paroles is William Dougherty, Accounting Management Branch, at (916) 324-6525 and for Institutions, Timothy Gilpin, Regional Accounting - North, at (916) 323-3351.

Original Signed By:

WENDY STILL
Deputy Director
Financial Services Division

Attachment

cc: Regional Accounting Administrators
Regional Accounting Offices
Accounting Management Branch

California Department of Corrections Financial Information Memo

ATTACHMENT EDUCATION BILLING CODES

Billing Code	Institution	Address		
17413	COR-	C/O RAO -	PO BOX 5240	CORCORAN CA 93212
17424	CCWF-EDUCATION	C/O RAO -	PO BOX 5240	CORCORAN CA 93212
17488	VSPW-EDUCATION	C/O RAO -	PO BOX 5240	CORCORAN CA 93212
17489	SATF-EDUCATION	C/O RAO -	PO BOX 5240	CORCORAN CA 93212
17417	CVSP-	C/O RAO - EL	PO BOX 5354	EL CENTRO CA 92244-5354
17437	CAL-	C/O RAO - EL	PO BOX 5362	EL CENTRO CA 92244-5362
17462	CEN-	C/O RAO - EL	PO BOX 5342	EL CENTRO CA 92244-5342
17467	ISP-	C/O RAO - EL	PO BOX 5355	EL CENTRO CA 92244-5355
17429	DEL II-	C/O RAO -	PO BOX 12050	BAKERSFIELD CA 93389-205
17432	CCI-	C/O RAO -	PO BOX 12050	BAKERSFIELD CA 93389-205
17433	WSP-EDUCATION	C/O RAO -	PO BOX 12050	BAKERSFIELD CA 93389-205
17442	NKSP-	C/O RAO -	PO BOX 12050	BAKERSFIELD CA 93389-205
17447	LA-	C/O RAO -	PO BOX 12050	BAKERSFIELD CA 93389-205
17402	CCC-	C/O RAO - SACRAMENTO	PO BOX 187015	SACRAMENTO CA 95818-7015
17464	FOL-	C/O RAO - SACRAMENTO	PO BOX 187015	SACRAMENTO CA 95818-7015
17474	SAC-	C/O RAO - SACRAMENTO	PO BOX 187015	SACRAMENTO CA 95818-7015
17487	HDSP-	C/O RAO - SACRAMENTO	PO BOX 187015	SACRAMENTO CA 95818-7015
17403	SQ-	C/O RAO - NORTH COAST	PO BOX 187016	SACRAMENTO CA 95818-7016
17423	PBSP-	C/O RAO - NORTH COAST	PO BOX 187016	SACRAMENTO CA 95818-7016
17472	SOL-	C/O RAO - NORTH COAST	PO BOX 187016	SACRAMENTO CA 95818-7016
17482	CMF-EDUCATION	C/O RAO - NORTH COAST	PO BOX 187016	SACRAMENTO CA 95818-7016
17408	ASP-	C/O RAO - CENTRAL COAST	PO BOX 7021	PASO ROBLES CA 93446-702
17443	CTF-EDUCATION	C/O RAO - CENTRAL COAST	PO BOX 7021	PASO ROBLES CA 93446-702
17457	PVSP-	C/O RAO - CENTRAL COAST	PO BOX 7021	PASO ROBLES CA 93446-702
17486	SVSP-	C/O RAO - CENTRAL COAST	PO BOX 7021	PASO ROBLES CA 93446-702
17493	CMC-EDUCATION	C/O RAO - CENTRAL COAST	PO BOX 7021	PASO ROBLES CA 93446-702
17414	CIW -EDUCATION	C/O RAO-SOUTHERN	PO BOX 6000	R. CUCAMON CA 91729-6000
17418	RJD-	C/O RAO-SOUTHERN	PO BOX 6000	R. CUCAMON CA 91729-6000
17419	CRC-	C/O RAO-SOUTHERN	PO BOX 6000	R. CUCAMON CA 91729-6000
17475	CIM-EDUCATION	C/O RAO-SOUTHERN	PO BOX 6000	R. CUCAMON CA 91729-6000
17407	MCSP-EDUCATION	C/O RAO - CENTRAL	PO BOX 4147	STOCKTON CA 95204-0147
17422	SCC-	C/O RAO - CENTRAL	PO BOX 4147	STOCKTON CA 95204-0147
17453	DVI-	C/O RAO - CENTRAL	PO BOX 4147	STOCKTON CA 95204-0147